

## **Appendix C**

### **Economy Act Delegation Memo and Guidance**



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

4220

Ser 02/049

09 Mar 00

### MEMORANDUM FOR DISTRIBUTION

Subj: DELEGATION OF APPROVAL AUTHORITY FOR ECONOMY ACT  
DETERMINATIONS AND FINDINGS (D&F)

Ref: (a) FAR 17.5  
(b) DFARS 217.5  
(c) SECDEF memo of 8 Feb 1994 (NOTAL)

Encl: (1) Deputy ABM, OASN (RD&A) memo of 23 Jan 1995  
(2) Deputy ABM, OASN (RD&A) memo of 30 Jun 1995  
(3) NAVSEA Guidance

1. The purpose of this memorandum is to redelegate the authority to approve, subject to certain conditions, the D&F required by references (a) and (b) to authorize placement of an Economy Act order with a Federal agency outside the Department of Defense. Enclosure (1) delegated this authority to the Commander, Naval Sea Systems Command, and enclosure (2) authorized redelegation.

2. Therefore, the following redelegations of approval authority, without authority to redelegate, for Economy Act D&Fs are hereby made to the following personnel if a Flag or General officer or a civilian member of the Senior Executive Service (SES):

The Vice Commander  
The Executive Director  
All Deputy Commanders, their Assistant Deputy  
Commanders and their Executive Directors  
All PEOs and their Deputies

and to the following personnel (to include their Deputy or equivalent) if a Flag or General officer or a member of the SES:

Commander, Naval Surface Warfare Center  
Commander, Naval Undersea Warfare Center

Subj: DELEGATION OF APPROVAL AUTHORITY FOR ECONOMY ACT  
DETERMINATIONS AND FINDINGS (D&F)


3. NAVSEA Directorates, the Centers' HQs, and PEOs are responsible for the approval of Economy Act D&Fs originating in their field activities. Enclosure (3) contains the accepted policies and procedures for implementation to process Economy Act D&Fs going to non-DoD agencies.

4. This redelegation is specifically subject to the following conditions:

a. Approval authority for D&Fs for Economy Act orders to be placed with agencies not subject to the Federal Acquisition Regulation (FAR) is not delegated and remains with the Assistant Secretary of the Navy (Research, Development and Acquisition). Examples of agencies not subject to the FAR are: the Central Intelligence Agency; the Tennessee Valley Authority; and the Library of Congress. Requests for approval shall be submitted via the chain of command.

b. This delegation of approval authority also excludes D&Fs for orders to be placed by Special Access Programs and for orders to be placed with the Department of Transportation's Volpe Laboratories. Approval authority for D&Fs for these orders remains with the Deputy for Acquisition and Business Management, Office of the Assistant Secretary of the Navy (Research, Development and Acquisition). Requests for approval shall be submitted via the chain of command.

c. Policies and procedures related to Economy Act orders are not waivable under the Reinvention Laboratories' authority.

  
G. P. NANOS, JR.  
Commander

Subj: DELEGATION OF APPROVAL AUTHORITY FOR ECONOMY ACT  
DETERMINATIONS AND FINDINGS (D&F)

Distribution:

Deputy Commanders  
Directors of Staff Offices  
Commander, Naval Surface Warfare Center  
Commander, Naval Undersea Warfare Center  
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DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(Research, Development and Acquisition)  
WASHINGTON, D.C. 20350-1000

23 Jan 1995

MEMORANDUM FOR DISTRIBUTION

Subj: DELEGATION OF APPROVAL AUTHORITY FOR ECONOMY ACT  
DETERMINATIONS

Ref: (a) SECDEF memo of 8 Feb 1994, "Use of Orders under the  
Economy Act"  
(b) Federal Acquisition Regulation (FAR) Subpart 17.5--  
Interagency Acquisitions under the Economy Act  
(c) ASN(FM) memo of 28 Oct 1994, "Reporting Requirement  
for Interagency Acquisition"

Reference (a) authorizes delegation to SES/Flag/General  
Officers of approval authority for Economy Act orders with  
civilian agencies subject to the FAR. Initially, all approval  
authority for these orders was retained within ASN(RD&A).

Several HCAs have not placed any Economy Act orders. Most,  
however, have submitted numerous orders and are now familiar with  
approval requirements. Accordingly, I hereby delegate authority  
to approve determinations and findings required by references (a)  
and (b) for Economy Act orders to:

Chief of Naval Research  
Commander, Naval Air Systems Command  
Commander, Naval Facilities Engineering Command  
Commander, Naval Sea Systems Command  
Commander, Naval Supply Systems Command  
Commander, Space and Naval Warfare Systems Command  
Director, Strategic Systems Programs  
Deputy Chief of Staff for Installation & Logistics (Marine Corps)

This delegation is subject to the following conditions:

(1) Approval authority for orders placed by Special Access  
Programs is not delegated, nor is authority to place orders with  
the Department of Transportation's Volpe Laboratories. Authority  
for these Economy Act orders will remain with ASN(RD&A)ABM.

(2) Approval authority for orders to agencies not subject to  
the Federal Acquisition Regulation, such as the Central  
Intelligence Agency, Tennessee Valley Authority, and Library of  
Congress, is not delegated and remains with ASN(RD&A).

(3) To facilitate ASN(RD&A) oversight, files of approved  
orders, including supporting documentation, must be maintained in  
a single location.

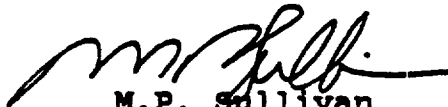
(4) Copies of all orders with the Department of Energy and  
its Federally Funded Research and Development Centers must be  
provided to ASN(RD&A)ABM for consolidation and reporting to  
ASN(RD&A).

ENCLOSURE(1)

Redelegation within Commands to SES/Flag/General Officers is authorized. However, redelegation to field activities may not be made until formal guidance addressing considerations in approving Economy Act orders has been issued by ASN(RD&A)ABM. Regardless of the level of redelegation, the reporting requirements of reference (c) remain in effect.

Because Economy Act orders are primarily a method of acquisition, I have decided to limit authority for their approval to activities with contracting authority. Activities without contracting authority should submit determinations and findings for Economy Act orders to their cognizant contracting activity.

My point of contact is CDR Joel Biliouris, (703) 602-2327, FAX (703) 602-2117.



M.P. Sullivan  
RADM, SC, USN  
Deputy for Acquisition  
and Business Management

**Distribution:**

CNR  
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DSSP  
DC/S I&L HQMC



DEPARTMENT OF THE NAVY

OFFICE OF THE ASSISTANT SECRETARY  
(Research, Development and Acquisition)  
WASHINGTON, D.C. 20350-1000

30 June 1995

MEMORANDUM FOR COMMANDER, NAVAL AIR SYSTEMS COMMAND  
COMMANDER, NAVAL SEA SYSTEMS COMMAND

Subj: APPROVAL AUTHORITY FOR ECONOMY ACT DETERMINATIONS

Ref: (a) ASN(RDA) (ABM) memo of 23 Jan 1995, "Delegation of  
Approval Authority for Economy Act Determinations"

Reference (a) delegated authority to approve Economy Act orders subject to five conditions. Redelegation within Commands was not authorized by reference (a) because adequate guidance was not then available. Your commands, however, have issued satisfactory written guidance. Accordingly, redelegation of the reference (a) authority to field activities is hereby authorized, as is redelegation to affiliated PEOs and DRPMs. Redelegation shall be limited to Flag/General Officers and SES personnel, except that Commanding Officers of field activities which have no Flag/SES/General Officer may be delegated approval authority, without power of redelegation. If authority is redelegated to a Commanding Officer below Flag/SES General Officer level, the approval authority shall not exceed the activity's level of contracting authority.

Redelegations are subject to the conditions of reference (a). The fourth condition requires maintenance of order files at a single location: this now means a single location at each activity with approval authority. Periodic review of field activity orders and procedures is required, but maintenance of field activity files at the single headquarters location is not.

Interagency acquisition must not be utilized to avoid competition or requirements approvals. Requiring officials must monitor the use made of their funds under contracts awarded by civilian agencies. To prevent recurrence of poor management practices, DOD has required approval of each interagency acquisition at a senior level, with the intent of taking disciplinary action where appropriate. Recipients of approval authority should understand their responsibility to monitor this process to ensure that good business practices are followed and regulatory compliance is achieved.

My point of contact is Joseph Sousa, (703) 602-2501, FAX (703) 602-2117.

M. P. Sullivan  
Rear Admiral, SC, USN  
Deputy for Acquisition and  
Business Management

ENCLOSURE(2)

# NAVSEA Contracts Handbook

## PART 17 SPECIAL CONTRACTING METHODS

### 17.5-INTERAGENCY ACQUISITIONS UNDER THE ECONOMY ACT

#### 17.502 General.

The Economy Act authorizes an agency to place funded requirements orders either with another office within its own agency or externally with an office outside its own agency. In this context, the Department of Defense is to be considered a single agency to include the military Departments and the Defense Agencies. Interagency acquisition must not be utilized to avoid competition or requirements approvals.

Unless a more specific statute authorizes a type of interagency acquisition, the Economy Act is the authority for the use of Military Interdepartmental Procurement Request (MIPR) transactions. Acquisitions from required sources of supplies and services prescribed in FAR Part 8 have separate statutory authority; therefore, the Economy Act does not apply.

**Information technology.** DON activities are authorized to obtain information technology (IT) resources through GSA programs funded through the Information Technology Fund. The Information Technology Fund, established at 40 U.S.C. 757, is a revolving fund, which is used to support GSA's authorized, government-wide IT programs. Orders under programs that are funded through the Information Technology Fund are not Economy Act orders and do not require Economy Act D&Fs.

#### 17.503 Determinations and findings requirements.

**Requirement.** Economy Act orders issued to non-DoD agencies must be supported by a D&F. Economy Act orders issued to other DoD activities do not require a D&F.

**Determination and findings.** D&Fs must follow the format at NCH 53.17-1 and must be signed by the requirements office, legal counsel, and the approval authority. Parenthetical instructions and inapplicable paragraphs and sentences may be deleted, but the D&F format and structure is to be otherwise maintained since it satisfies both legal and policy requirements.

**Approval authority.** Heads of NAVSEA Staff Offices and NAVSEA Directorates, the Warfare Centers' Headquarters, and PEOs are responsible for the approval of Economy Act D&Fs originating in their organizations and assigned field activities.

Economy Act D&Fs may be approved by the following personnel if a Flag or General officer or a civilian member of the Senior Executive Services (SES):

- The Vice Commander;

- The Executive Director;

- All Deputy Commanders and Heads of Staff Offices, their Assistant Deputy Commanders or Deputies, and their Executive Directors (or equivalent, if assigned);

- and the following personnel (to include their Deputy or equivalent) if a Flag or General officer or a member of the SES:

  - Commander, Naval Surface Warfare Center

  - Commander, Naval Undersea Warfare Center

  - All PEOs and their Deputies

ASN (RD&A) is the approval authority for D&Fs for Economy Act orders to be placed with agencies not subject to the Federal Acquisition Regulation (FAR). Examples of agencies not subject to the FAR are: the Federal Aviation Agency, Central Intelligence Agency, the Tennessee Valley Authority, and the Library of Congress. ASN (RD&A) is the approval authority for D&Fs for Economy Act orders to be placed with the Department of Transportation's Volpe Laboratories. Requests for ASN (RD&A) approval shall be submitted via the chain of command.

#### 17.504 Ordering procedures.

The requiring office is responsible for preparing the D&F and its supporting questionnaire and for obtaining the necessary signatures and approval. The assistance of the cognizant contracting officer may be requested, but contracting officer signature is no longer required.

As a minimum, the staffing package and resultant central file record should contain a copy of each Economy Act order issued under the authority of the D&F, the supporting questionnaire which is to be filed

ENCLOSURE(3 )



with the original D&F, and the original D&F. In general, a Class D&F is required for authority to issue multiple orders and a copy should be attached to each order.

Each activity with approval authority must establish a central repository for all orders issued under the Economy Act. The cognizant finance office of the approval authority will normally be the repository for the file record for that activity. For NAVSEA Headquarters and the PEOs, this central repository is NAVSEA 01.

Copies of all Economy Act orders (including a copy of the authorizing D&F and its supporting questionnaire) issued to the Department of Energy as the servicing agency, including those for effort to be contracted by it to its Federally Funded Research and Development Centers (FFRDCs), must be provided to ASN (RD&A) ABM at the time each Economy Act order is approved.

**17.505 Payment.**

If the servicing agency is outside the DoD, the transaction document must be a DD Form 448, Military Interdepartmental Purchase Request, and a D&F is required. In general, Project Orders (41 U.S.C. 23) are not to be used to transfer funds outside the DoD unless their use is approved in accordance with the current Finance Manual by the cognizant Finance Office responsible for signing the form.

**SAMPLE D&F FOR ECONOMY ACT ORDERS**

(Class) D&F No. \_\_\_\_\_

*(Use same identifier as  
used for Questionnaire.)*

**(CLASS) DETERMINATION AND FINDINGS**

**AUTHORITY FOR INTERAGENCY ACQUISITION  
UNDER THE ECONOMY ACT (31 U.S.C. 1535)**

Upon the basis of the following findings and determination which I hereby make pursuant to FAR 17.5 and DFARS 217.5, the proposed interagency acquisition order(s) may be placed.

**FINDINGS**

1. The \_\_\_\_\_ proposes to issue,  
*(Insert name of requiring activity.)*  
pursuant to the Economy Act, (an interagency order) (multiple  
interagency orders) under this (D&F) (Class D&F) in the  
(cumulative) total amount of \$ \_\_\_\_\_

*(Note: If incremental funding is or if multiple  
funding actions are anticipated, provide an  
estimated funding schedule by FY in addition to  
the cumulative total. Multiple funding actions  
constitute a Class D&F.)*

to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Insert name(s) and address(es) of  
proposed servicing agency(ies).)*

2. The effort to be acquired is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Briefly describe those supplies and/or  
services to be acquired.)*

3. Legal authority for this acquisition otherwise exists.

4. This action does not conflict with any other agency's authority or responsibility and the supplies or services are clearly within the scope of activities of the servicing agency because:

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*(e.g. Interagency agreement, legislation, sponsorship of FFRDC, existing program.)*

5. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source because:

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6. The servicing agency has unique expertise or capabilities not available within the Department of Defense which is (are):

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7. *(Insert this paragraph only if the acquisition will involve the use of a Government commercial/industrial activity under FAR 7.3.)*

This acquisition anticipates the use of a Government commercial/industrial activity that has the following capability that does not exist in private industry and which is:

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8. *(This paragraph is applicable only if this interagency acquisition will result in contracting action by the servicing agency. If applicable, insert the appropriate following paragraph which applies.)*

The servicing agency normally contracts for those supplies or services for itself and will not be paid a fee or charges in addition to the estimated amount(s) to be obligated on contracts.

The servicing agency normally contracts for those supplies or services for itself but will be paid a fee or charge in addition to the estimated amount to be obligated on contract. Such fee or charge will not exceed the estimated cost to the servicing agency of entering into and administering the contract.

9. *(This paragraph is to be inserted only if this is a Class Determination and Findings.)*

The expiration date for this Class D&F is \_\_\_\_\_  
(Insert date.)

(Class) D&F No. \_\_\_\_\_

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I certify that the facts and representations contained herein under my cognizance are complete and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
**Requirements Office**

*(Typed or printed name and signature.)*

\_\_\_\_\_  
**Code**

\_\_\_\_\_  
**Date**

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I have reviewed this document and consider it legally sufficient.

\_\_\_\_\_  
**Counsel**

*(Typed or printed name and signature.)*

\_\_\_\_\_  
**Code**

\_\_\_\_\_  
**Date**

=====

**DETERMINATION**

This acquisition through \_\_\_\_\_

\_\_\_\_\_  
(Insert name of servicing agency.)

is in the best interests of the Government because:

a. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source;

b. The servicing agency has unique expertise or ability not available within DoD; (and)

c. The supplies or services clearly are within the scope of activities of the servicing agency(.) (; and)

d. *(Insert one of the two following paragraphs, whichever is appropriate, if the servicing agency will be obligating funds under contract(s) in support of this acquisition. If the servicing agency will not be using contracts, this paragraph "d." may be omitted from the D&F.)*

(The servicing agency normally contracts for those supplies or services for itself and no fees or charges for the entering into and administration of contracts that are in addition to the amount(s) to be obligated under the contract(s) will be paid to the servicing agency.)

(The servicing agency normally contracts for those supplies or services for itself and the user fees or charges that are in addition to the amount(s) to be obligated under the contract(s) will not exceed the estimated cost of entering into and administering the contracts.)

Therefore, the above described order(s) may be placed.

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_

ACQUISITIONS UNDER THE ECONOMY ACT  
Placement of Interagency Orders Outside DoD

REQUIREMENTS OFFICE QUESTIONNAIRE

1. LEGAL AUTHORITY: Is there legal authority for this acquisition? YES\NO

Program: \_\_\_\_\_

State the legal authority:

\_\_\_\_\_  
*(Generally, this will be the Appropriation Act(s) for the funds to be used. However, it may be an Authorization Act, FMS cite, or special legislation. Be as specific as possible.)*

2. SERVICING AGENCY:

a. Provide the name and address of the proposed servicing agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. The supplies or services are clearly within the scope of the activities of the servicing agency. YES\NO

c. The servicing agency normally contracts for or provides such supplies and services for itself. YES\NO

d. The servicing agency has authority under law or regulation to purchase such supplies or services on behalf of other agencies. YES\NO

If 3.b., c., or d. above is NO, explain why this order is being placed with the servicing agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Identify the unique expertise or capabilities available to the servicing agency which do not exist in private industry:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Identify the unique expertise or capabilities

available to the servicing agency which do not exist in the Department of Defense:

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- g. Explain why the ordered supplies or services cannot be provided as conveniently and cheaply by the Navy requiring activity having a Navy contract placed directly with a private source:
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3. SERVICING AGENCY AUTHORITY: Does this order present a conflict with any other agency's authority or responsibility (e.g. GSA)? YES\NO

If YES, describe the possible conflict.

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4. PRIVATE AND PUBLIC SECTOR PERFORMANCE:

Private sector:

(FFRDCs (FAR 35.017) and M&O contractors (FAR 17.6) are private sector.)

- (1) Will this interagency acquisition be made under an existing contract/grant/cooperative agreement of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar goods or services? YES\NO
- (2) Will this interagency acquisition require the servicing agency to award one or more contracts/grants/cooperative agreements for some or all of the work in this Economy Act order? YES\NO

If YES for either of the above questions, complete 4.a. below for contracts and/or 4.b. below for grants or cooperative agreements.

Public sector: Will this interagency acquisition require direct in-house effort by the servicing agency for some or all of the work required by this Economy Act order? "Direct" in-house effort is defined as Government employees actually performing the work requirement; it does not include "indirect" Government



employees involved in the contract award, program administration,  
or comptroller functions. YES\NO

If YES, complete 4.c. below for performance by Government  
employees.

a. CONTRACTS:

If YES for contracts, the servicing agency  
must have adequate statutory authority:

- (1) The proposed servicing agency is covered  
by the Federal Acquisition  
Regulation (FAR).

YES\NO

*(Examples of agencies not covered by the  
FAR are: Federal Aviation Agency, Central  
Intelligence Agency, Tennessee Valley Authority,  
and the Library of Congress. If answered NO,  
the D&F must be sent to the Navy's Senior  
Procurement Executive (ASN(RDA)) for  
approval. This authority is not delegable.  
However, for Library of Congress, FEDLINK  
orders, see NRCC/Washington Class D&F of  
19 Oct 1994 which expires 31 Dec 1995.)*

If NO, cite the statutory reference(s)  
for the procurement authority of the  
proposed servicing agency:

- 
- (2) Will this interagency acquisition be  
provided to the servicing agency  
prior to award of any contract(s)?

YES\NO

- (3) Will (Have) any of the contracts be  
(been) awarded pursuant to competition  
by the servicing agency?  
How many? \_\_\_\_\_

YES\NO

- (4) Will (Have) any of the contracts be  
(been) awarded without competition by  
the servicing agency?

YES\NO

Provide the following information for each contract that already  
has been awarded, either competitively or noncompetitively.  
Insert the planned date for noncompetitive contracts not yet  
awarded. This includes contracts with contractors managing  
FFRDCs and National Laboratories.

Agreement or Contract Number: \_\_\_\_\_  
Actual/Planned date of award: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Competitive/Noncompetitive: \_\_\_\_\_

- (5) Will (Has) any Navy organization be (been) responsible for identifying/ selecting any of the contract sources?

YES\NO

If YES, identify the Navy activity, its role, and its (expected) extent of involvement:

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- (6) (a) Will all or any of the work be ordered from a Federally Funded Research and Development Center (FFRDC)?

YES\NO

If YES, identify the FFRDC:

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*(The National Science Foundation periodically publishes the Master Government List of Federally Funded Research and Development Centers. For information, call (703) 306-1772.)*

- (b) If ordered from a FFRDC, does the work fall within the purpose, mission, and general scope of effort established for the FFRDC

YES\NO

If YES, explain how (e.g., attach charter, agreement, etc.):

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If NO, explain the authority which permits use of the FFRDC:

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- (c) If performed by a FFRDC, will the requested work place the FFRDC in direct competition with domestic private industry?

YES\NO

- (d) The percentage of the FFRDC effort expected to be subcontracted is approximately \_\_\_\_%.

(Note: If a high percentage of the FFRDC effort is to be subcontracted, ensure that 2.g. addresses this.)

- (7) (a) Will the servicing agency be assessing any user fees or charges in addition to the actual or estimated value of the contracts?

YES\NO

If YES, explain how the fees or charges are computed and the rationale underlying them:

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If these fees or charges are for services to be provided in support of the award and administration of the contract(s) identify them (e.g., financial, contract placement, program management, engineering, etc. (Also see Question 8.):

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- (b) Will the fees or charges exceed the actual cost or, if the actual cost is not known, the estimated cost of entering into and administering the contract(s) or other agreement(s)?

YES/NO

(NOTE: If the answers to both 4.a.(7) (a) and (b) above are YES, the order cannot be processed to include the described fees or charges until the above question 4.a.7(b) can be answered NO. See P.L. 103-355, Sec 1074 (b) (4).)

b. Grants and Cooperative Agreements:

Will the servicing agency be amending existing or placing any new grants or cooperative agreements pursuant to the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. 6301, et seq.)?

YES\NO

c. Public sector:

Will the work to be performed by the public sector be performed in a Government commercial/ industrial facility?

YES\NO

If YES, will the effort to be performed conform to the requirements of FAR 7.3 - Contractor Versus Government Performance for commercial/ industrial facilities?

YES\NO

Explain why Government performance for the supplies or services is more advantageous than performance by private contractors:

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##### 5. USE OF GSA GOVERNMENT-WIDE INFORMATION TECHNOLOGY (IT) PROGRAMS

The Information Technology Management Reform Act of 1996, Pub. L. No. 104-106, Sections 5100 - 5124, 110 Stat. 679 (1996), defines IT very broadly as "any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. [IT] includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources." Section 5124 specifically authorizes an agency to obtain IT by contract for another agency; however, interagency IT acquisitions are not exempted from the requirements of the Economy Act.

The Information Technology Fund, established at 40 U.S.C. 757, is a revolving fund that is used to support GSA's authorized, government-wide IT programs. DON activities are authorized to obtain IT supplies or IT services through GSA programs funded through the IT Fund without complying with the Economy Act's requirements.

Are the IT supplies or IT services available through the IT fund?

YES\NO

If YES, an Economy Act Order is not necessary.

##### 6. SPECIAL REQUIREMENTS:

Are there any special contract terms or other requirements applicable to the servicing agency that are necessary to obtain compliance with any condition or limitation applicable to the funds?

YES\NO

If YES, explain and attach copies:

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7. BEST INTEREST:

Why is it in the best interest of the Government to place an Economy Act order? Include an identification of all other acquisition methods considered and state why an interagency acquisition is considered to be the appropriate choice. Specifically state why it is more economical:

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8. ECONOMY ACT ORDER ADMINISTRATION:

Evaluate the servicing agency's ability to administer this interagency acquisition and any resulting contract(s), and identify the expected liaison procedures with the cognizant Navy program office (e.g., will the requiring activity receive periodic status reports, contract cost data for DCAA audit, etc.):

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Questions concerning information included in this Questionnaire may be directed to:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Code: \_\_\_\_\_

Telephone: Commercial: \_\_\_\_\_

DSN: \_\_\_\_\_

## **Contact Points**

Questions concerning Economy Act orders may be referred to the following points of contact:

### **Policy and Procedures:**

Sharon Ellis, NAVSEA 02C-SE  
(703) 602-5780 x643 (teleos 348-643) or DSN 332-5780  
[EllisSL@navsea.navy.mil](mailto:EllisSL@navsea.navy.mil)

### **Financial and Reporting:**

Frank Albert, NAVSEA 01P3  
(703) 602-1354 x308 (teleos 333-308) or DSN 332-1354  
[AlbertFX@navsea.navy.mil](mailto:AlbertFX@navsea.navy.mil)

### **Legal:**

Kelly Swartz, NAVSEA OOL234  
(703) 602-1776 x103 (teleos 306-103) or DSN 332-1776  
[SwartzKD@navsea.navy.mil](mailto:SwartzKD@navsea.navy.mil)